



Administrative Procedures

Learning Outcomes and Assessment

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EXPECTED OUTCOME:

Campus wide learning outcomes assessment that improves student success by promoting equitable practices that enrich student learning through effective instruction and student services support.

RATIONALE:

To advance student success through an ongoing cycle of assessment, dialogue and improvement.

INTENDED PARTICIPANTS:

All college constituencies, including faculty, administrators, staff and students.

CALENDAR:

Overview:

There are four types of learning outcomes:

- Course Student Learning Outcomes (SLOs): what students will be able to do once they successfully complete a course
- Program Learning Outcomes (PLOs): what students will be able to do upon completion of the requirements of a particular degree or certificate.
- Service Area Outcomes (SAOs): what students are expected to achieve and are able to demonstrate in terms of knowledge and skills after receiving a service, attending a workshop, or participating in a program.
- Institutional Learning Outcomes (ILOs): what all Merritt College students will be able to demonstrate upon completion of a degree or certificate or upon transferring to a four-year university.
- Administrative Unit Outcome (AUO):

Merritt College is on a three-year, rolling assessment cycle for all learning outcomes. All outcomes should be assessed at least once within any three-year period.

The Student Learning Outcomes and Assessment Committee (SLOAC) is charged with keeping track of assessment work, organizing professional development activities, reviewing data, educating the college, and determining the ILOs.

Course Assessment: Each semester at least one Student Learning Outcome (SLO) from each offered course is assessed per the discipline assessment plan. Courses are assessed fall, spring and summer terms.

Service Area Outcomes (SAO)/Student Services/Administrative Unit Assessment: Each department/program assesses at least one Service Area Outcome (SAO) every fall and spring term so that each SAO is assessed at least once every three years.

Program Assessment (PLO): At least one PLO is assessed each fall and spring semester.

Institutional Learning Outcomes (ILOs)Assessment: Merritt College has six Institution Learning Outcomes (ILOs). One ILO is assessed every fall and spring term so that each ILO is assessed once every three years.

Administrative Unit Outcomes (AUOs): An Administrative Unit Outcome states what the administrative unit intends to accomplish in the next one to two years. Administrators are responsible for ensuring that at least one AUO is assessed each term.

College Wide Dialogue: Dialogue regarding ILO assessment occurs annually in college wide settings, including flex days, participatory governance, division, and department meetings.

Program Review and Annual Program Updates (APUs)/SLO Assessment Integration: Program Review occurs on a three-year cycle* and includes assessment results and advancements that have taken place over the last three years. This evaluative process includes recommendations for continued program improvement and prioritization of requisite resources. The APUs are developed each fall semester as a condensed report that includes updated resource requests since the last program review.

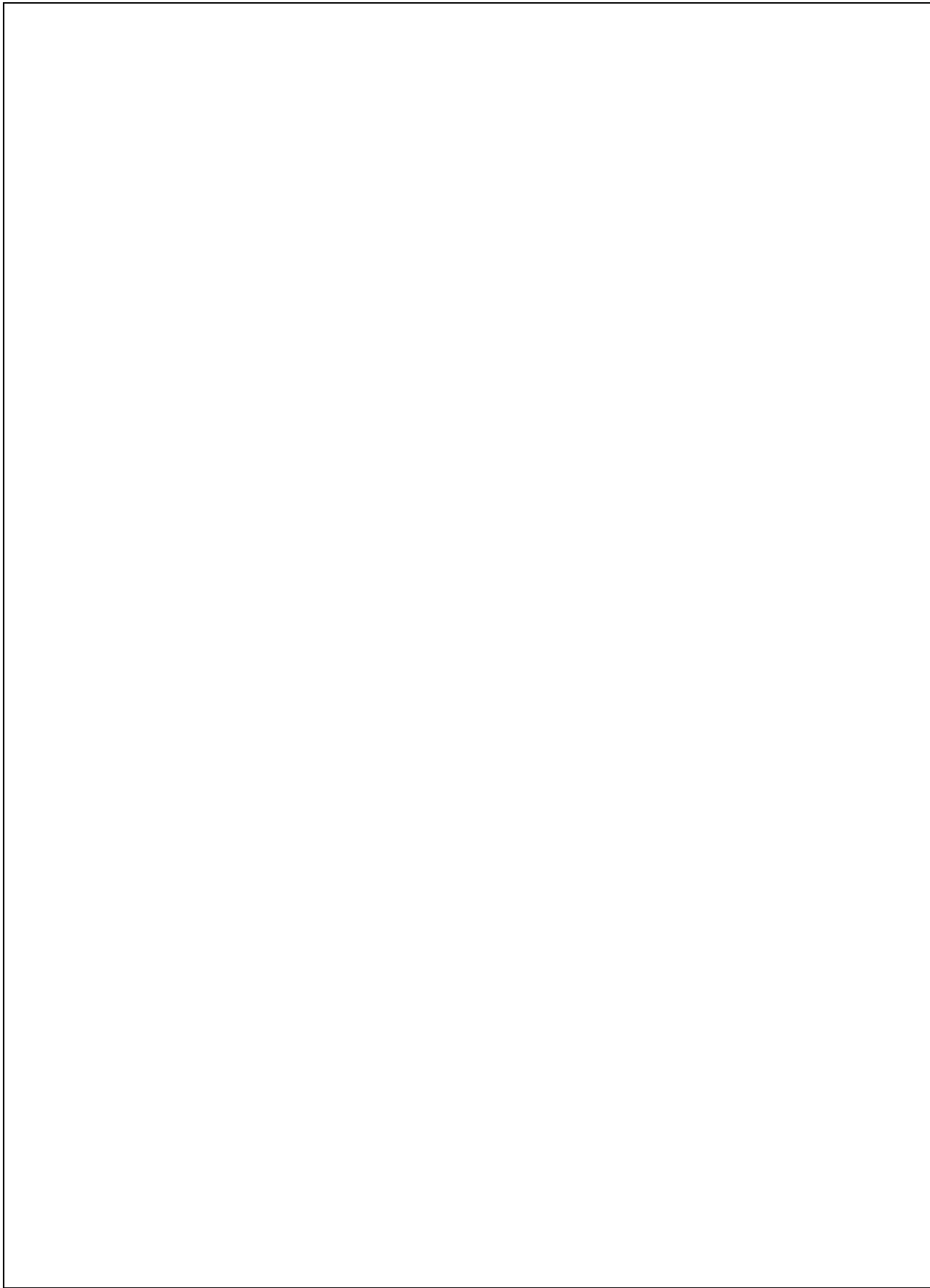
Assessment Integration with Budget Cycle: Budget development commences every January after program reviews and annual program updates are complete. Funding requests are tied to baseline instruction, assessment, student services, and administrative department costs.

Assessment Calendar and Process Review: The SLOAC consistently assesses and adjusts the assessment process to refine for ease and flow in support of faculty and staff.

Timeline:

Fall: August/September; Spring: January/February

- The curriculum and student learning outcomes assessment specialist/SLOAC chair compiles and distributes assessment completion data for the assessment cycle and distributes to chairs, administrators, and key staff members.
- Department chairs review assessment completion, create a department course and program assessment schedule, and plan for the term.
- Faculty, department chairs, student services and administrators develop their respective outcomes assessment plans.



Revised: August 2020

- SLOAC, with the assistance of department chairs, determine which ILO will be assessed in a given semester.

Fall: October/November; Spring: March/April

- Updated assessment completion data is electronically disseminated to the Council of Department Chairs and Program Directors (CDCPD).
- The SLOAC website is continually updated with the latest assessment completion data.
- Faculty, staff and administrators begin submitting completed assessments.

Fall: December; Spring: May

- The SLOAC website is continually updated with the latest assessment completion data.
- Faculty participating in the term's ILO assessment meet to share/aggregate results and discuss recommendations and action plans.
- Faculty, staff and administrators submit completed assessments.

DESCRIPTION OF PROCESS:

I. Instruction:

- a. Course assessment occurs fall, spring, and summer terms and is conducted by full-time and part-time faculty to ensure quality instruction.
- b. Program Assessment is conducted in the fall and spring by department faculty led by the department chair or designated assessment lead.
- c. Data/analysis/ program improvements are all documented and made available to the campus community and the public.
- d. Dialogue occurs in Division and department meetings formally as well as informally among faculty within departments.
- e. Assessment results and improvements are aggregated and reported in program review reports as well as APUs. Assessment results are tied to budget requests and allocations for each instructional unit.

II. Student Services

- a. All student services departments assess one Service Area Outcome (SAO) each fall and spring semester.
- b. Data/analysis/ program improvements are all documented and available to the campus community and the public.
- c. Dialogue occurs with faculty and staff in Division and department meetings formally as well as informally.

- d. Assessment results and improvements are aggregated and reported in program review reports and APUSs. Assessment results are tied to budget requests and allocations for each student services unit.

III. Administrative Services

- a. All student services departments assess one Administrative Unit Outcome (AUO) each fall and spring semester.
- b. Data/analysis/ program improvements are all documented and available for the campus community and the public.
- c. Dialogue occurs in management meetings as well as in a fall planning sessions dedicated to administrative outcomes assessment across the college.
- d. Assessment results and improvements are aggregated and reported in program review reports and APUs. Assessment results are tied to budget requests and allocations for each administrative unit.

REFERENCE:

- **BOARD POLICY:** BP 4210 (January 2013)
- **ADMINISTRATIVE PROCEDURES:** 4210
- **TITLE 5:** N/A
- **CALIFORNIA EDUCATION CODE:** N/A
- **ACCJC ELIGIBILITY REQUIREMENT:** N/A
- **ACCJC STANDARD:** IB, II.A.1, II.A.6, II.B, II.C, III.B, III.C, III.D, IV.A.2.b, IV.B.1.b, IV.B.2.b, IV.B.2.b, IV.B.3.b, IV.B.3.c

OTHER: *Note: Program Review for all CE Programs occurs on a 2-year cycle, and includes additional data points specific to CE, such as Labor Market Information (LMI), Perkins Core Indicator report, Strong Workforce metrics, and guidance from the program's Advisory Committee.